

CLERK OF CIRCUIT COURT

Funding history at a glance:

<u>FY 2008 Actual</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Budgeted</u>	<u>FY 2012 Recommended</u>	<u>Increase (Decrease)</u>	<u>% Change</u>
\$480,601	\$558,845	\$488,989	\$467,645	\$472,498	\$4,853	1.04

Projected revenue sources:

State Revenue	\$ 290,346
Cost Collection	2,500
Technology Trust	10,000
Cost Collection Carryover	8,000
Local Revenue	161,652
TOTAL	\$ 472,498

Included:

1. 2% cost of living adjustment for full-time employees, effective 11/1/2011

		----- Prior Years -----			----- Current Year -----		--2011/2012 Budget Year----		
		Expenditure 2007/2008	Expenditure 2008/2009	Expenditure 2009/2010	Adopted Budget	Actual On 2011/01	Department Request	County Admin Recommends	Adopted Budget
021600	* CLERK OF THE CIRCUIT COURT *								
021600-1100	SALARIES & WAGES REGULAR	287,078	310,931	310,931	313,253	207,287	317,430	317,430	
021600-1200	OVER-TIME SALARIES	1,599							
021600-1300	PART-TIME SALARIES/CUSTODIAN	6,336	6,423	5,769	3,000	2,184	3,000	3,000	
021600-1325	SICK LEAVE								
021600-1350	PART-TIME SALARIES	2,314							
021600-1375	COMPENSATION - REFORMATTING GR	3,579							
021600-1700	COMPENSATION - OTHER	2,500	2,500	2,501	2,500	1,668	2,500	2,500	
021600-1800	SALARY SUPPLEMENT/COSTS FUNDS	1,800							
021600-2100	FICA	21,643	23,271	23,220	24,194	15,390	24,513	24,513	
021600-2210	RETIREMENT	18,782	30,762	33,017	35,335	23,557	35,806	35,806	
021600-2215	RETIREMENT - EMPLOYEE SHARE	14,470	15,663	15,663	15,663	10,442	15,872	15,872	
021600-2300	HOSPITAL PLAN	33,148	40,017	42,617	45,672	30,448	49,788	49,788	
021600-2400	GROUP INSURANCE	2,894	2,569	1,856	3,478	585	889	889	
021600-2500	INSURANCE MISC & REIMB	932	385						
021600-2600	UNEMPLOYMENT INSURANCE	230	278	410		14			
021600-2700	WORKER'S COMPENSATION	469	664	543		408			
021600-3120	AUDITING	3,046	3,103	2,065	3,000		3,000	3,000	
021600-3310	REPAIR & MAINTENANCE	72	218						
021600-3320	MAINTENANCE SERVICE CONTRACTS	1,535	1,550	2,190		1,798			
021600-3325	CONTRACTUAL SERVICES/PHOTO COU		1,850			406			
021600-3500	PRINTING & BINDING								
021600-3846	INDEXING	6,693							
021600-3847	TECH TRUST FUND/IMAGING	43,776	99,453	31,340	11,000	7,733	8,000	8,000	
021600-3860	SECURITY SYSTEM GRANT/CAMERAS								
021600-3861	REFORMATTING GRANT								
021600-3862	RECORDS GRANT								
021600-3863	GRANT - BOOK RESTORATION			4,999					
021600-3866	GRANT-RECORDS PRESERVATION								
021600-5210	POSTAL SERVICES	4,862	4,338	2,449	3,000	2,168	3,400	3,400	
021600-5230	TELECOMMUNICATIONS	2,103	2,022	2,089	1,900	1,227	1,900	1,900	
021600-5500	TRAVEL CONVENTION & EDUCATION	75	353						
021600-5810	DUES & MEMBERSHIP	420	420	320					
021600-5830	COLLECTION FEE ACCOUNT	7,955	1,987						
021600-6001	OFFICE SUPPLIES	8,938	8,902	5,758	5,000	4,250	5,750	5,750	
021600-6005	HOUSEKEEPING & JANITORIAL SUPP	41							
021600-6014	OTHER OPERATING SUPPLIES			52	150		150	150	
021600-8201	EQUIPMENT	3,311	1,186	1,200	500		500	500	
	--TOTAL DEPARTMENT--	480,601	558,845	488,989	467,645	309,565	472,498	472,498	
TOTAL - * CLERK OF THE CIRCUIT COURT *		480,601	558,845	488,989	467,645	309,565	472,498	472,498	

NAME	POSITION	DATE HIRED	YEARS OF SERVICE **	GRADE	SALARY LOW 2011-	RANGE HIGH 2012	2010-2011 CURRENT SALARY	PROPOSED PAY PLAN 2011-2012 ACTUAL COST
CLERK OF THE CIRCUIT COURT								
FRANCIS, RICHARD L.	CLERK OF THE CIRCUIT COURT	N/A		N/A	N/A	N/A	104,319	105,710
JARRATT, DOROTHY U.	DEPUTY CLERK IV	04/01/87	24	23	32,902	50,998	47,175	47,804
EVERETT, KATHLEEN B.	DEPUTY CLERK III	08/01/93	18	20	28,422	44,054	36,563	37,051
CROSS, MELANIE H.	DEPUTY CLERK III	07/01/94	17	20	28,422	44,054	36,563	37,051
SIMMONS, HEATHER R.	DEPUTY CLERK II	11/01/94	16	18	25,780	39,959	33,623	34,071
KANNAN, THERESA L.	DEPUTY CLERK II	02/01/01	10	18	25,780	39,959	31,159	31,574
BEATTY, LINDA	DEPUTY CLERK I	04/01/08	3	16	23,383	36,244	23,851	24,169
								<u>317,430</u>

** To calculate years of service, employee must be employed prior to September of any year.

setting of final budgets by May 1, 2010.

PREMIUM RECOVERIES

The estimate identifies amounts to be recovered from the first monthly payroll/expense reimbursement for the local share of premium payments made on behalf of Circuit Court Clerks. For the premiums paid by the Compensation Board for the VARISK general liability insurance and surety bond, 100% is recovered from each locality on a pro-rata basis according to each office's percentage of total positions covered statewide. For the premiums paid by the Compensation Board for the retiree health care credit, 100% is recovered from each locality on a pro-rata basis according to each office's percentage of total salaries covered statewide.

COMPENSATION BOARD ESTIMATE OF STATE FUNDS FOR FY12
AS REQUIRED BY SECTION 15.2-1636.8, CODE OF VIRGINIA

FIPS - 175

LOCALITY - Southampton/Franklin

OFFICER - Clerk

	BUDGETED
OFFICER'S SALARY	103,419
STAFF SALARIES	172,777
TEMPORARY BASE	0
TOTAL SALARIES	276,196
FRINGE BENEFITS	18,454
OFFICE EXPENSE BASE	0
PREMIUM RECOVERIES	-4,304
FY12 BUDGET ESTIMATE STATE FUNDS	290,346

The projected distribution of line of credit funds for budgeting is based upon a proportional distribution of \$7.8 million of the legislative approved \$8 million line of credit for FY12, with the proportioning across all offices based upon FY11 Projected Total \$4 Collections.

FY12 Transfer of \$4 TTF to GF Budget

Transfer of TTF funds to the Clerks' general fund operating budget to offset \$2.98 million in unrestored prior year budget reductions that would otherwise have been reductions in each Clerk's operating budget for staffing and expenses. Note that the 2009 General Assembly also approved the use of an additional \$1.0 million from the TTF to fund general operating expenses in Clerks' offices. The potential use of these funds for this purpose is not included in the estimates, and will be reviewed by the Compensation Board prior to the setting of final budgets by May 1, 2011. Approval of the use of the additional \$1 million TTF for general operating expenses would reduce estimated funding for TTF in FY12.

FY12 Estimated TTF Funds Available

Anticipated amount available to be budgeted in FY12 based on FY11 projected year-end cash, after offset of unrestored general fund budget reductions, and including line of credit funding proportioned by FY11 collection levels. Changes in the rate of collections and unexpended balances of currently budgeted and available funds remaining at FY11 year-end may increase the funds available in FY12. These figures also do not include potential allocation of \$1 funds that may be available through a proportioned share of the line of credit.

If you have any questions concerning this estimate, please contact Charlotte Lee or Robyn de Socio.

COMPENSATION BOARD ESTIMATE OF STATE FUNDS FOR FY12
AS REQUIRED BY SECTION 15.2-1636.8, CODE OF VIRGINIA
FIPS - 175
LOCALITY - Southampton/Franklin
OFFICER - Clerk

FY11 \$4 TTF Funds Available	14,238
FY11 \$4 Current Authorized Budget	14,238
FY11 \$4 Beginning Cash Balance	- 16,398
FY11 \$4 Collections Year to Date	10,128
FY11 Projected Total \$4 Collections	15,192
FY11 \$4 Expended Year to Date	-6,333
FY11 Projected Total \$4 Expenditures	0
FY11 Projected \$4 Year-End Cash Available	0
FY12 Projected \$4 Line of Credit	15,246
FY12 Transfer of \$4 TTF to General Fund Budget	- 19,767
FY12 Estimated \$4 TTF Funds Available	0

RICHARD L. FRANCIS

Clerk of the Circuit Court

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Courtland, VA 23837

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(757) 653-2547 fax

rfrancis@courts.state.va.us

February 23, 2011

Mr. Michael Johnson
County Administrator
SOUTHAMPTON COUNTY
26022 Administration Ctr. Drive
Courtland, VA 23837
Hand Delivery

RE: FY 2011-2012 Budget Estimates

Dear Mike,

I thank you and the Board for again providing an opportunity for budget estimate input for the next fiscal year. You are free to consider this an "open letter" which can be shared with each of the Supervisors in its entirety.

While there are many signs of improvement in the economic picture for the Commonwealth and the Nation as a whole, I recognize that local money remains very tight. I assume that, as expressed in 2009, that it remains the goal of the Board of Supervisors to; (1) avoid a tax increase and, (2) not compromise the core services upon which Southampton County residents rely. Accordingly, I have carefully reviewed our future needs in light of our past expenditures. Actually, I appreciate the opportunity to pause and review.

As I hope the Board and you remember from my 2009 and 2010 letters, this office has scaled back funding requests in all areas other than personnel who are essential in fulfilling our 800+ core service obligations to the public as mandated by statute. As I hope the reader will recall, I cut as "close to the bone" as possible and alerted all that I may have to retreat from such an aggressive series of cuts.

Line 5210 - Postal Services, increase from \$3,000 to \$3,400.00. As you know upon Judge Westbrook Parker's retirement, Judge Delk became our "new" Chief Judge. As Chief, he has directed me to "enlarge" the group from which juries are called. We have been keeping in-office statistics to optimize the efficiency of our system. As one may recall, for the 07-08 year, we were spending in excess of \$4,100 on postage. We were subsequently able to drop to \$3,500 and then \$3,000. However, our Chief Judge's directive will require an increase in our mailings, thus our Postal Services needs will increase from the current \$3,000 to \$3,400.00.

Line 6001 - Office Supplies, increase from \$5,000.00 to \$5,750.00. Last year, our Commonwealth's Attorney (who had a budget) was kind enough to purchase practically all of the criminal file folders needed by this office. This was why I was able to reduce my earlier budget request. Prior to last year, my office purchased these folders. I understand that the Commonwealth's Attorney is no longer able to provide these folders, thus, I will need to purchase 500, thus the increase.

Line 1300 - Part-Time Salaries/Custodian, maintain at \$3,000. The reader will recall that last year I reluctantly recommended reducing this category from \$5,870 to \$3,000 (it was budgeted at \$6,065 in 2008). My thanks must go to Ms. Hedgepeth who has maintained a high level of cleaning even though her schedule has been reduced to one day per week. Recycling has also helped. Since I volunteered to "man" the Courthouse's recycling, my office has been able to approach the County's 25% (by weight) recycling goal and, thus far, I have not had to ask Gloria Mason to assist in our trash removal. In this regard, we are "*Robbing Peter to Pay Paul*" as grit is the greatest contributor to carpet wear. As I mentioned last year, at some point, the Records Room's tile floor will need some attention in the way of waxing, repair and/or replacement.

Line 5500 - Travel, Convention & Education, maintain at \$0.00. As you know, continuing education is essential to "keeping up" with changes in statute and technology. On March 4th, a significant portion of our day-to-day working software is going to change. To be ready for the change, schooling is offered – but only in Richmond. Like the other meetings and Clerk's Convention, I will have to pay for this out-of-pocket. I spent over \$400 in 2009 and more than \$1,000 in 2010 expenditures which would otherwise be included in this category. I still hold on to the "perfect world" senario in which I hope to be reimbursed for these personal expenditures in the budget situation improves by the end of my term. I realize that I cannot get any assurances in this regard.

Line 5810 - Dues and Membership, maintain at \$0.00. This past year I have paid the Clerk's Association dues (\$300) out of my own pocket and VALECO's dues (\$120). Both of these groups have been instrumental in keeping the State reimbursement to the County as high as it is. Both the County and City of Franklin benefit from having two additional lobbying voices "sounding off" on behalf of increasing reimbursements. Again, I hope to one day live in a "perfect world" as mentioned above.

Line 3310 - Repair and Maintenance, maintain at \$0.00. When I took office this category was budgeted at \$1,997. Last year, I suggested reducing it from \$1,000 to \$750 and, instead, it was removed in it's entirety. The reader will recall my acknowledgement from my 2009 budget letter that I am again "*robbing Peter to pay Paul*" in forgoing a service contract for our plat scanning machine. We were lucky in 2009-2010 and did not need any service calls for this machine. Thus far, I have personally been able to solder electrical connections, and run overhead wires for wireless internet, credit car machine, fax machine, uninterruptible power supplies. From personal funds, I was able to purchase the equipment to "map out" this office's

electrical circuits. In other words, I am able to perform many repair/maintenance tasks myself, but there is a limit. At the present time, this office will need some wiring modifications to permit a handicap accessible terminal. I hope that Jackie will be able to assist me in this regard. I would ask that this category be restored, even if left with a \$0 balance as there will come a time when we will need to "repay Peter".

On this topic, we still need a replacement steel door for the doorway that opens out into the interior courtyard. As one will recall from earlier letters, we have taped cardboard to the present door in an attempt to keep out lizards and snakes. Unfortunately, the public walks past this door on they way to discuss estate matters with Mrs. Dorothy Jarratt. Perhaps this repair can be paid from the Courthouse Maintenance Fee collected by this office on filings.

Line 6014 – Other Operating Supplies, maintain at \$150.00.

Line 8201 – Equipment, maintain at \$500. As you may have seen in your e-mail, I have implemented a program of corresponding with the other local governmental offices via e-mail to see if any other department can use some of my surplus items and to see if they have any item I need among their surplus items. I have a constant need for file cabinets. Thus far, I have been unsuccessful in my attempt to procure Camp Foundation funding for some needs in this area.

Other Items of Interest:

Credit Card Machine has been installed and is working without complications. The "user fee" of 3% is born by the card user and is not passed along to the taxpayers of Southampton and the City of Franklin.

Wireless Router, for which I personally paid, is working well providing coverage in the Records Room. This has been a HUGE help with the open house and free genealogy classes we have held in an attempt to educate residents of the great resource we have here.

Southampton Records Project has been the best thing to happen to our pre-1880 records, which can all be viewed via the Southampton County Home Page link. Mr. Ken Brantley did this County and History a great service – and did so under budget. We are the only Courthouse in the Nation to have similar records and the GREAT index available on-line. I get comments from across the United States telling me how much the site is appreciated. And, I get requests for copies. We have not noticed any reduction in our photocopy income because of this project. I thank the Board for the initial \$5,000 budget. I will be approaching the Board within the next two meeting to discuss a hosting arrangement to help ensure that the site out lives both Mr. Brantley and me.

Mr. Michael Johnson
February 23, 2011
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Southampton's **GIS** and **VAMANET** are available at all of our public use terminals. By using Technology Trust Fund money, we have been able to replace 95% of the equipment that had out-lived the service contract.

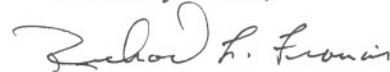
This Clerk and staff were not included in the 3% bonus given to State employees in 2010. I would urge the Board to address raises at the first opportunity. The County and Commonwealth have both invested great sums in past training (necessitated by the great diversity in mandated duties).

This office is considering every possible avenue for saving money. We are creating our own Letterhead, taking our own shredded trash, and even returning unusable stamps to the Post Office for credit.

During the past fiscal year (09-10), this office collected over \$3,344,000.00 of which more than \$628,800.00 was returned directly or indirectly to the County.

Thanking you and the Board for the opportunity of having input on these matters, I remain

Sincerely Yours,

A handwritten signature in cursive script, appearing to read "Richard L. Francis".

Richard L. Francis

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TOTAL - * CLERK OF THE CIRCUIT COURT *		480,601	558,845	488,989	467,645	225,190	472,498	472,498	
TOTAL FOR FUND		480,601	558,845	488,989	467,645	225,190			
FINAL TOTAL		480,601	558,845	488,989	467,645	225,190			

R. Francis - D - 757
D. Jarratt - S - 535
K. Everett - D - 757
M. Cross - N/A - 0
H. Simmons - F - 1030
T. Kannan - S - 535
L. Beatty - S - 535